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SUBJECT GROUP 3100-3199 OPERATIONS

SUBGROUP 3128 - VISITS OF SHIPS

3128.1 Foreign Naval Vessel Port Visits

Ref: (a) CINCLANTFLTINST 5400.2 series, (Article 2709)
(b) COMNAVSURFLANTINST 5401.3 series

a. Purpose. To assign responsibilities and provide guidance for area commands involved with the visits of foreign ships.

b. Discussion. Following the procedures outlined in reference (a), and as directed in reference (b), COMREGSUPPGRU Norfolk Operations Department will assign a U.S. Navy ship as host for each foreign naval ship visiting Hampton Roads. Normally, SOPA (ADMIN) Hampton Roads will assist the host ship and act as coordinator to ensure that visiting foreign naval ships are hospitably received and their officers and crew are afforded adequate support, recreation, and entertainment. Although planning and execution of most visit events are to be carried out by the assigned host ship or activity, it is normally necessary that early planning and preliminary coordination of visit matters be conducted by COMNAVREG MIDLANT (N301), prior to nomination of a host ship/activity.

c. Procedures. Upon receipt of notification of a planned foreign ship visit, (visit clearance letter or message from CNO), COMNAVREG MIDLANT (N301) will request nomination of a host ship from COMREGSUPPGRU NORFOLK. Appropriate commands and activities will then be notified of host ship assignment by naval message.

(1) COMNAVREG MIDLANT Foreign Ship Visit Coordinator (N301)
Responsibilities:

(a) Keep appropriate staff personnel advised of all information received concerning foreign ship visits. Maintain a central file of all visit information.

(b) Request host ship nominations as appropriate via naval message from COMNAVAIRLANT, COMREGSUPPGRU, (INFO COMNAVSURFLANT), COMSUBLANT, or COMSCLANT (for Royal Fleet Auxiliary (UK) ships).

(c) Request host squadron nomination for air units from COMNAVAIRLANT.

(d) Originate necessary messages prior to ship arrival to exchange information concerning the visit (see paragraph 3128.2).

(e) Convene a planning conference, if required, to be attended by appropriate personnel; e.g. Recreation Department

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representative, host ship liaison officer, representative from CINCLANTFLT/SACLANT (if required), NAVSTA Port Operations, PWC, etc.

(f) Personally meet the foreign ship on arrival.

(g) Ensure the following commands/activities are informed of the visit:

Port Operations Program Manager
COMREGSUPPGRU
CINCLANTFLT Protocol Office
FISC Fleet Support
PWC Ships Support Office
NCTAMS LANT
SACLANT Protocol (if NATO)

(h) Prepare welcoming message for COMNAVREG MIDLANT release. If possible, provide message in native language of visiting ship. Assistance in translation may be obtained through SACLANT for NATO ships. The local consulate may be able to assist with other nationalities.

(i) Coordinate with WPNSTA Yorktown, if gun salutes are to be exchanged.

(j) Coordinate with COMNAVREG MIDLANT Flag Aide (Code 001) for scheduling official calls by embarked flags, or with installation commander for official calls by ship's commanding officer. Advise all concerned of uniform requirements. The host ship liaison officer will accompany visiting ship commanding officer and will provide a driver. Visiting ship's rental vehicle will be used for official calls.

(k) Coordinate with COMNAVREG MIDLANT staff (PAO) for participation by members of local community, e.g., Chamber of Commerce, and input to required guest lists for social functions.

(l) Coordinate with installation Security Officer to obtain the required access credentials for rental vehicles, social events, guests, dependents, etc.

(m) Advise and assist the host ship liaison officer with all facets of the foreign ship visit.

(n) Prepare farewell message (in native language, if possible) for COMNAVREG MIDLANT release. Messages to be released by departure time.

(2) COMNAVREG MIDLANT Public Affairs Officer (Code 00PA) Responsibilities:

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- (a) Arrange for all public affairs releases prior to and during visit.
- (b) Effect specific arrangements for radio/TV/newspaper coverage of the arrival and visit.
- (c) Arrange for press conference for commanding officer or embarked unit commander, if desired by visiting ship and considered appropriate.
- (d) Coordinate arrangements for civic and ethnic participation in ship arrival ceremonies, if appropriate.
- (e) Arrange for a reception hosted jointly by COMNAVREG MIDLANT and members of the civilian community, if appropriate and feasible.

(3) Naval Station (NAVSTA), Norfolk Responsibilities:

- (a) Arrange for berthing of foreign ship in the vicinity (preferably at the same pier) of the host ship.
- (b) Schedule tugs, pilots, agriculture and customs officials, and other services as requested in the LOGREQ. Ensure due priority is given to visiting ships over other arrivals/departures.
- (c) Schedule linehandlers for arrival and departure.
- (d) Arrange for trash and garbage services.
- (e) Notify the U.S. Department of Agriculture (Animal Health Division) and U.S. Customs of visit as appropriate. Boarding by customs officials is not normally required for foreign military vessels as specified in U.S. Customs Regulations, Chapter 4. Customs officials will be notified should the foreign vessel desire to off load alcoholic beverages or other material.

(4) The Transportation Department of PWC Norfolk will place suitably marked dumpsters adjacent to the foreign ship for collection of garbage. Dumpsters will be emptied Monday through Friday under the direct supervision of an Agriculture Inspector. PWC Norfolk will be responsible for the burning of all such garbage.

(5) Host Ship/Submarine/Squadron Responsibilities.

- (a) Upon being tasked, host ships will designate a liaison officer who shall be available for the duration of the visit. Large ships (CG and larger) shall designate an officer with the rank of Lieutenant or above as the liaison officer. Smaller ships may designate a Lieutenant (junior grade), if necessary. In no case shall an Ensign be assigned duties as liaison officer. Ensigns or

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Lieutenants (junior grade) may be assigned as assistants only in order to gain experience and exposure. The liaison officer shall attend pre-visit planning conferences.

(b) Establish early and continuous liaison with COMNAVREG MIDLANT (N301).

(c) From onboard assets, establish a cadre of personnel with appropriate foreign language ability to assist with the port visit.

(d) Provide driver of the foreign ship's sedan, for official calls only. Driver must be a second class petty officer or above. Provide a commissioned officer as escort for official calls.

(e) Arrange tours, athletic competitions, etc. as desired by visiting ship.

(f) Provide tour guide to orient foreign ship's vehicle drivers.

(g) Arrange for vehicles and passes for visiting ships as requested in the visit planning letter or LOGREQ. Vehicles should be on the pier when the ship arrives. Arrange for the return of these vehicles upon the ship's departure.

(h) When foreign naval vessels are berthed pierside, a sample copy of their personnel identification cards will be provided to the pier sentry. Persons presenting this type of identification will be allowed access to the pier. Non-U.S. personnel not presenting a similar form of identification to that of visiting ship's company will require an escort from the foreign vessel or its host ship.

(i) Brief host ship on the planned visit and encourage an exchange of visits as well as joint participation in athletic and social activities between wardrooms, chief petty officers, petty officers, and crews.

(j) Provide engineering support to assist in pierside hook-ups.

(k) Coordinate with NAS Oceana debarking of foreign aircraft ashore, if required.

(l) If feasible, host a reception onboard or ashore (Funding in accordance with OPNAVINST 7042.2 series and CINCLANTFLTINST 7042.1 series).

(m) Provide appropriate escorts for scheduled athletic competitions and local tours.

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(n) Assign counterpart officers and chief petty officers to assist visiting ship with normal administrative and logistical requirements while in port.

(o) Upon notification of host ship assignment, transmit a welcoming message to the visiting ship, suggesting possible social/social events.

(p) On day of arrival, liaison officers shall verify schedule and availability of:

- Tugs and pilots
- Cranes, brows, and utility hook up preparations, etc.
- Mail delivery
- Currency exchange
- Agriculture and customs officials
- Repair activity representative
- Delivery times for supplies requested
- Special Services representative
- Arrival ceremony preparations
- Boarding officer

(q) Act as guardship for communications, if requested by visiting ship. Ensure visiting ship receives routine weather reports, storm warnings, etc.

(r) Host ship commanding officer/executive officer will call on visiting ship upon arrival to establish host/visitor relations early on and be available to assist visiting ship commanding officer and executive officer through the first few hours after arrival.

(s) Brief visiting ship on local heavy weather procedures and assist with any necessary preparation/actions during visit.

(t) Prior to departure, liaison officers shall:

1. Verify departure services (tugs, pilot, cranes, utilities disconnection, etc.).
2. Assist in arranging payment of bills incurred.
3. Coordinate departure ceremony, if appropriate.
4. Coordinate visiting ship's commanding officer's departure call, if appropriate, and the presentation of a host ship's plaque in commemoration of visit.
5. Ensure Optimal Track Ship Route (OTSR) information and weather briefs are given, if desired.

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6. Submit post visit critique report (See Figure 3128-1) to COMNAVREG MIDLANT (N301).

(u) Perform other coordination in accordance with reference (b).

(6) Type Commander Responsibilities

(a) COMREGSUPPGRU, COMSUBLANT, COMNAVAIRLANT, and/or COMSCLANT will:

1. Upon receipt of a foreign ship visit clearance message, will coordinate with squadron or group commanders as necessary for designation of a host ship.

2. Designate, to COMNAVREG MIDLANT (N301), a point of contact for each host command.

(7) PWC Norfolk Responsibilities.

(a) Provide, on a priority basis, utilities services requested for the visiting ship, including vehicles, telephones, etc.

(b) Provide a point of contact to COMNAVREG MIDLANT (N301).

(c) Present bills for utilities provided to host ship prior to departure from Norfolk.

(8) FISC Norfolk Responsibilities

(a) Coordinate with NAVSTA Norfolk (N3) for fuel/repair parts if required and other services as required.

(b) Notify COMNAVREG MIDLANT (N301) immediately should problems be encountered while preparing for a ship visit or if services requested cannot be provided.

3128.2 Common Data Required for Foreign Ship Visits

a. Message to be sent to Foreign Embassy/Ship(s) for Response to COMNAVREG MIDLANT Thirty Days Prior to Visit

FM COMNAVREG MIDLANT NORFOLK VA//N3011/N30//
TO {FOREIGN SHIP OR VISIT COUNTRY EMBASSY}
INFO NAVSTA NORFOLK VA//PM PORT OPS/N3//
PWC NORFOLK VA//30W//
FISC NORFOLK VA//105.5//
{HOST SHIP/SQUADRON}
{HOST INSTALLATION}
BT
UNCLAS //NO3128//

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MSGID/GENADMIN/COMNAVREG MIDLANT NORVA//
SUBJ/PORT VISIT//

REF/A/RMG/COMNAVREG MIDLANT/{DTG}//

NARR/ REF A IS PORT VISIT APPROVAL FOR {FOREIGN COUNTRY} SHIP//
POC///

RMKS/1. IRT REF A THE FOLLOWING INFORMATION IS REQUESTED IN ORDER TO
ACCOMMODATE YOUR SCHEDULED VISIT TO NORFOLK, VA. REQUEST VERIFY
INFORMATION WHERE GIVEN AND FILL IN MISSING ITEMS.

A. DETAILS OF SHIPS COMPANY:

- (1) NUMBER OF OFFICERS
- (2) NUMBER OF NON COMMISSIONED OFFICERS (SENIOR RATES)
- (3) NUMBER OF ENLISTED MEN (JUNIOR RATES)
- (4) NUMBER OF MIDSHIPMEN/CADETS
- (5) NUMBER OF CIVILIANS (PASSPORT NUMBERS AND NATIONALITY)

B. SHIPS CHARACTERISTICS (SPECIFY UNIT OF MEASURE):

- (1) LENGTH/BEAM/DRAFT/DISPLACEMENT
- (2) SPECIAL CONSTRAINTS, IF ANY (I.E. SPONSONS, DECK OVERHANG,
SONAR DOME, ETC)

C. EMBARKED AIRCRAFT:

- (1) NUMBER AND TYPE:
- (2) DISEMBARK (INCLUDE DESTINATIONS, ARRIVAL/DEPARTURE TIMES)

D. ESTIMATED TIME OF SHIPS ARRIVAL/DEPARTURE

E. PORT SERVICES/OTHER REQUIREMENTS:

(1) PILOTS:{as an example} CHESAPEAKE BAY COMMERCIAL PILOT WILL
BOARD AT BUOY CBJ (36-56.1N/075-57.5W). U.S. NAVY PILOT WILL BOARD AT
ELIZABETH RIVER BUOY 3(36-58.4N/076-19.8W). PILOT AND NAVY PILOT
REQUIRED.

- (2) PIER ASSIGNMENT:
- (3) TUGS:
- (4) CATAMARANS/CAMELS/SPECIAL BUMPERS REQUIRED FOR BERTHING
- (5) NUMBER AND LENGTH OF BROWS
- (6) SHORE POWER
- (7) STEAM
- (8) POTABLE WATER/DEMINERALIZED WATER: AMOUNT
- (9) CRANES/OTHER MACHINERY NEEDED TO ASSIST IN EQUIPMENT

MOVEMENT/REPAIR

(10) LAST PORT OF CALL PRIOR TO NORFOLK, VA (THIS DETERMINES
REQUIREMENTS FOR CUSTOMS/AGRICULTURAL INSPECTIONS)

- (11) TELEPHONES
- (12) VEHICLES
- (13) DAILY TRASH DISPOSAL
- (14) FUEL
- (15) CURRENCY AMOUNT

(16) CHANDLER/AGENT (LIST OF LOCAL CHANDLERS AND AGENTS

ARE AVAILABLE ON REQUEST)

F. PROPOSED OFFICIAL ENTERTAINMENT TO BE HOSTED BY VISITING SHIPS (IF
DESIRED)

G. PUBLIC VISITING (IF DESIRED).

H. PROVIDE DETAILS OF FITTING FOR SEWAGE HOOKUP

NOTE: DISCHARGE OF BLACK WATER (SEWAGE) OR GRAY WATER (SHOWERS, SINKS,
AND GALLEY DRAINS) INTO THE HARBOR IS STRICTLY PROHIBITED BY STATE AND

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FEDERAL LAW. SHIPS WITHOUT CHT (SEWAGE) PUMPING SYSTEMS ABLE TO PUMP TO THE PIERS AND/OR CHT HOOK UP BELOW THE WATER LINE ARE REQUIRED TO ENLIST THE SERVICES OF CONTRACTORS CAPABLE OF PROVIDING HOOK UPS TO THE SHIPS. PROVIDE THE ABOVE INFORMATION AND COMNAVREG MIDLANT, AT SHIPS EXPENSE, WILL MAKE ARRANGEMENTS.

1. DETAILS ON TYPE OF SHIPS SHORE POWER CONNECTORS

2. THE FOLLOWING ARRANGEMENTS WILL ALSO BE MADE:

A. HOST SHIP ASSIGNMENT: A U.S. NAVY SHIP IS ASSIGNED AS HOST FOR EACH VISITING FOREIGN NAVAL SHIP. THE HOST SHIP WILL ASSIST IN INTEGRATING THE FOREIGN SHIP INTO DAILY LIFE ON THE WATERFRONT AND TO HIGHLIGHTS OF THE HAMPTON ROADS COMMUNITY.

(1) HOST SHIPS WILL CONTACT THEIR COUNTERPARTS INDIVIDUALLY TO SUGGEST SOCIAL EVENTS.

(2) PLEASE PROVIDE INFORMATION IN ADVANCE CONCERNING ANY INFORMAL PARTIES THE VISIT SHIP MAY WISH TO HOST WITH AS MANY DETAILS AS POSSIBLE.

B. PRESS COVERAGE. STANDARD SHIP VISIT PRESS RELEASE WILL BE PROMULGATED APPROXIMATELY 48 HOURS PRIOR TO ARRIVAL.

C. COURTESY CALLS. FOR AN INFORMAL VISIT, COURTESY CALLS ON COMMANDER, NAVY REGION MID-ATLANTIC (EMBARKED FLAGS) OR INSTALLATION COMMANDING OFFICER (SHIP COMMANDING OFFICERS), THE MAYOR OF NORFOLK, AND OTHER APPROPRIATE OFFICIALS WILL BE SCHEDULED. FOR A ROUTINE VISIT, COURTESY CALLS ARE NOT REQUIRED, BUT ARE WELCOMED AND WILL BE SCHEDULED AT SHIPS REQUEST. SEDAN ASSIGNED TO THE VISITING SHIP WILL BE USED, WITH DRIVER AND ESCORT PROVIDED BY HOST SHIP. REQUEST VISITING SHIP PROVIDE SHORT BIOGRAPHY OF COMMANDING OFFICER AND ANY EMBARKED FLAG OFFICERS PRIOR TO VISIT.

D. SPORTS PROGRAM: WILL INCLUDE DATES, TIMES, LOCATIONS, AND TRANSPORTATION ARRANGEMENTS WILL BE PROVIDED UPON ARRIVAL.

E. INFORMATION CONCERNING EXCHANGE/RECREATION FACILITIES ON BASE (INCLUDING BASE MAPS) WILL BE PROVIDED UPON ARRIVAL. ENTRANCE TO THESE FACILITIES IS AUTHORIZED UPON DISPLAY OF MILITARY IDENTIFICATION.

F. BROCHURES WILL BE PROVIDED UPON ARRIVAL DESCRIBING AVAILABLE LOCAL ENTERTAINMENT, TOURS, AS WELL AS SCHEDULES OF MOVIES, CONCERTS, AND SPORTING EVENTS.

G. REPRESENTATIVE FROM HAMPTON ROADS AREA SHORE PATROL (HASP) WILL ATTEND ARRIVAL MEETING TO PROVIDE INFO ON AREAS OF TOWN TO VISIT/AVOID, LOCAL ORDINANCES PERTAINING TO ALCOHOL, ETC. AND HOW TO CONTACT HASP FOR NEEDED ASSISTANCE.

3. REQUEST SHIPS INCLUDE COMNAVREG MIDLANT NORFOLK VA//N3011//, PWC NORFOLK VA//30W//, NAVSTA NORFOLK VA//PM PORT OPS/N3//, FISC NORFOLK VA//105/306//, SACLANT AND USLO SACLANT NORFOLK VA AS ADDRESSEES ON ANY MESSAGES CONCERNING YOUR VISIT.

4. PWC NORFOLK JOB ORDER NUMBERS WILL BE CHARGED FOR THE FOLLOWING SERVICES (IF USED): STEAM, WATER, ELECTRICITY, CRANES, SEWAGE, VEHICLES, AND TELEPHONES.

NOTE: CHARGES INCURRED FROM THESE SERVICES ARE THE RESPONSIBILITY OF THE SHIP. ALL BILLS SHOULD BE SETTLED PRIOR TO DEPARTURE, IF

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POSSIBLE. ANY UNSETTLED BILLS WILL BE FORWARDED TO THE VISITING SHIPS
EMBASSY IN WASHINGTON, DC.//

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FOREIGN SHIP POST VISIT CRITIQUE

FOREIGN SHIP: _____ HOST SHIP: _____

DATE OF SHIP'S VISIT: _____ LIAISON OFFICER: _____

For the following areas, please note any difficulties encountered and/or suggestions for improvement:

a. Logistics:

b. Sports/Entertainment:

c. Prearrival brief by COMNAVREG MIDLANT representative:

d. Pier services:

Additional Comments:

PLEASE RETURN TO COMNAVREG MIDLANT, LAFAYETTE RIVER ANNEX, WITHIN ONE WEEK OF FOREIGN SHIP'S DEPARTURE.

Figure 3128-1